KENJO

Recruiting Handbook - Hiring Manager
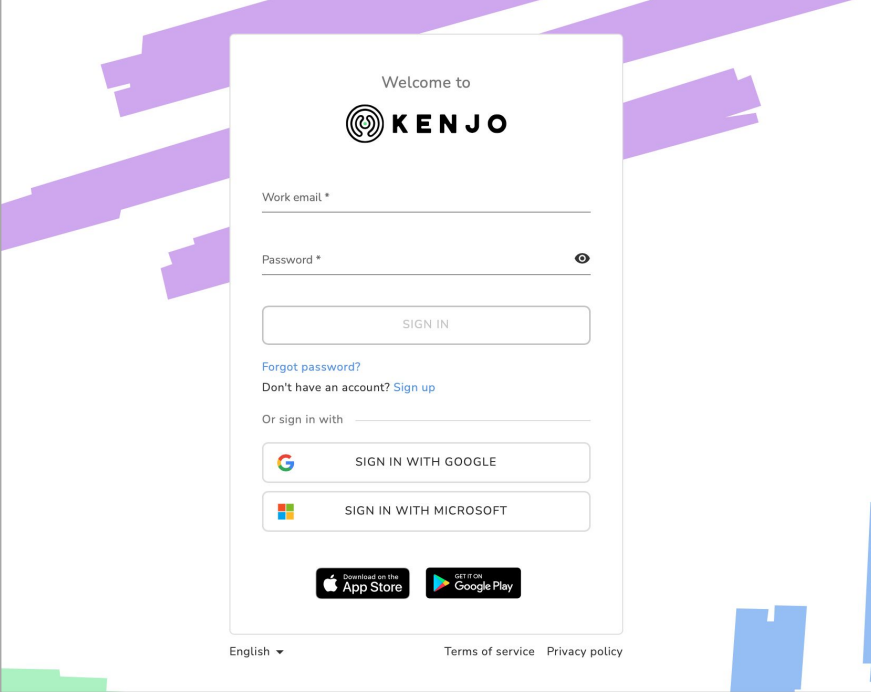
kenjo.io

Content

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Introduction

As an HR manager, it is important to understand all the settings you can configure in Kenjo. With this guide, we will walk you through all the tabs in the settings to set up the various functionalities of the software. You will then learn how to use these functionalities when adding a staff member. Think of this as an introduction to our settings.

Please note that this manual is intended for admins only. To really get the most out of it, you should be assigned the Admin profile.

To learn more about each feature, please also visit our [Help Centre](#).

KENJO

Login

Welcome to

KENJO

Work email *

Password *

SIGN IN

Forgot password?

Don't have an account? Sign up

Or sign in with

G   **SIGN IN WITH GOOGLE**

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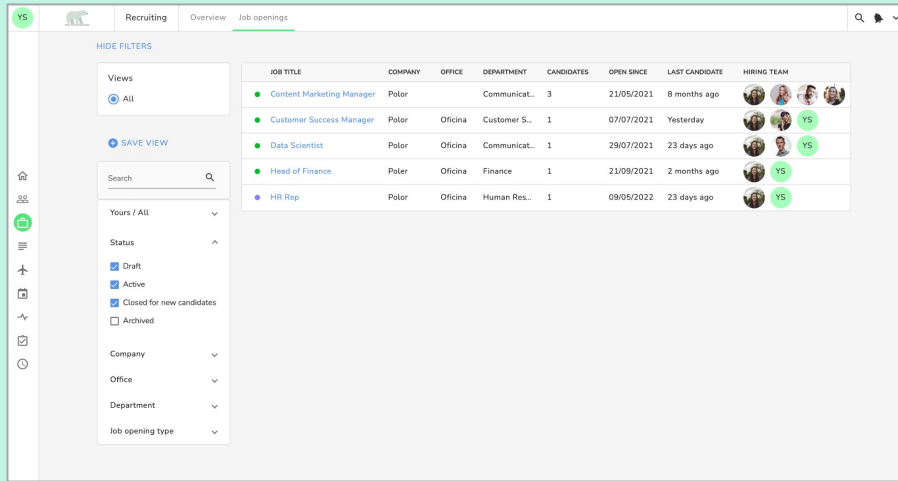
English ▾   Terms of service   Privacy policy

Log in to Kenjo with your work email and password, or use Single-Sign-On.

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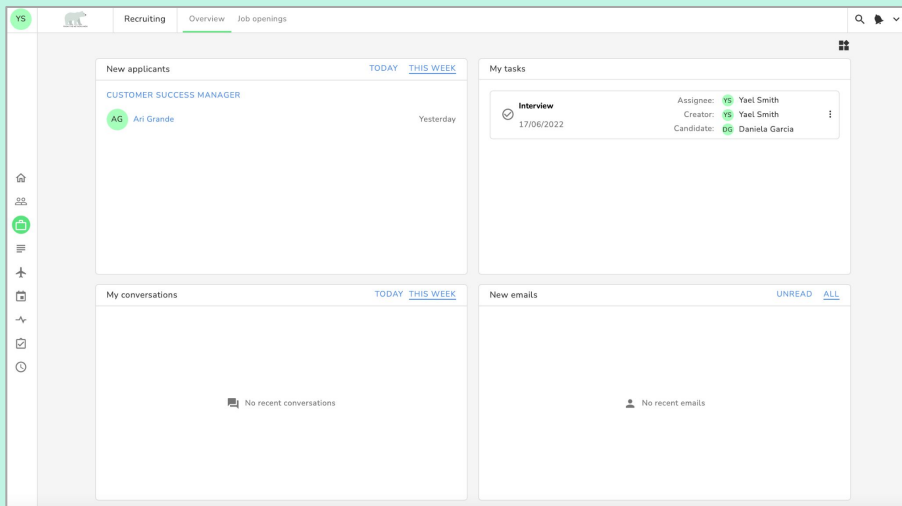
Overview

Under **Recruiting > Overview**, you can see **new applicants**, which you can filter for either **TODAY** or **THIS WEEK**. Under **My tasks**, you see your current outstanding tasks. You can **tick** them off, **edit** or **delete** them. Under **My conversations**, you can see the ongoing conversations between you and your coworkers concerning the candidates. Lastly, you can see all your **new emails** concerning the recruitment process.

01

Job openings

Go to **Recruiting > Job openings** to view and manage your current job openings. You can click on them to view the pipelines and to edit the job opening.

02

Pipeline

When you click on a job opening, you can manage the job opening **pipeline**. Here, you see the different stages of the recruiting process a candidate must go through, and which stages the candidates are currently in. As a hiring manager, you can **move** candidates between stages and **add** new candidates by clicking on **(+) ADD CANDIDATE**.
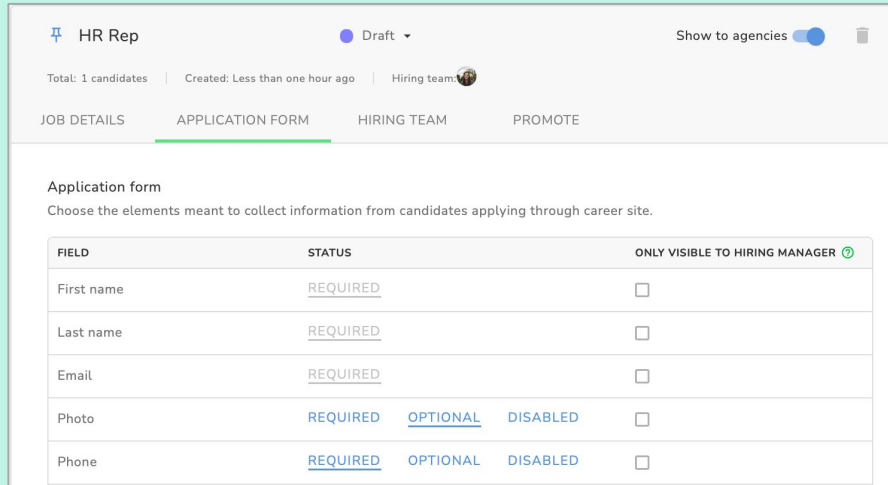
03

Job opening details

Under **Job opening > Configuration**, you can view the job opening details. Here, you can modify the job description. You can also change the status to **"Active"** (for example) in order to publish the job opening in your Kenjo career site by clicking on the status symbol at the top of the page.

04

Application form

Under **Application form**, you can view the elements meant to collect information from candidates applying through a career site, which the HR Admin has pre-set in the settings. Here, you can choose which fields are **required**, **optional**, or **disabled** to the applicants.

05

Hiring team

In the **hiring team** tab, you can manage your hiring team. You can **add** new members by searching for their name, and **delete** members by clicking on the **"X"** icon. You can also **edit** your hiring member's permissions to the recruiting process by clicking on **PERMISSIONS**.

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JOIN integration

We have partnered with Join to offer you a more extensive recruiting experience through our software. Join has all the major global job boards in one place. To activate JOIN, go to **Settings > Integration > Join** and toggle the switch on. Through this integration, you can publish and promote your job openings on different portals and recognized global job boards such as Linkedin and Xing. For more information, refer to this article.

Candidate profile

Access the candidate profiles you can find in each of your job openings. You can view the basic candidate information. Here is the starting point for all recruiting actions concerning your candidate, such as emails, scorecards, or making them an offer.

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Scorecards tab

In the **Scorecards** tab, you and your hiring team can rate your applicants. Click on **SCORE**, then enter your **overall comment** and choose an **overall recommendation**. Your colleagues can do the same.

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Email tab

In the **email** tab, you can send direct emails to your candidate, e.g. to invite them to the next interview. Click on **COMPOSE EMAIL** and enter your subject and body. Optionally, you can choose a pre-set email template (see **Settings > Email templates**). When you are finished, click on **SEND**. Optionally, you can choose to send the email later. Next to the **SEND** button, you find the option to either **send immediately** or **send later**. Select **send later** and set a time and date.

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Tasks tab

In the **tasks** tab, you can create and assign tasks to yourself or your team members concerning the recruiting process, such as "2. Interview". Click on **NEW TASK**, choose a **title**, **due date**, and an **assignee**. Then, click on **ADD**.

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Activity feed

Daniela Garcia	75%	REVIEW MOVE SCORE
Stage: ● 1era entrevista	FIT	
CONTENT MARKETING MANAGER		

OVERVIEW   SCORECARDS   EMAILS   TASKS   **ACTIVITY FEED**   OFFER

Andreina Bautista added Andreina Bautista as a for the job opening Content Marketing Manager .	05/21/2021
You added Anna Purt as a for the job opening Content Marketing Manager .	07/07/2021
Daniela Garcia applied to Content Marketing Manager .	07/07/2021
You added Santiago Acoste as a for the job opening Content Marketing Manager .	08/13/2021
You added Amanda John as a for the job opening Content Marketing Manager .	08/13/2021
You added Andrea Rivs as a for the job opening Content Marketing Manager .	08/13/2021
You added Alicia Smith as a for the job opening Content Marketing Manager .	09/03/2021
You on Daniela Garcia:	10/18/2021

@Andreina Bautista check this profile

In the **Activity** feed, you can view all past activities in the recruiting process with your candidate, e.g. when the candidate applied and what documents have been uploaded. This can be very helpful, as you don't have the risk of repeating actions.

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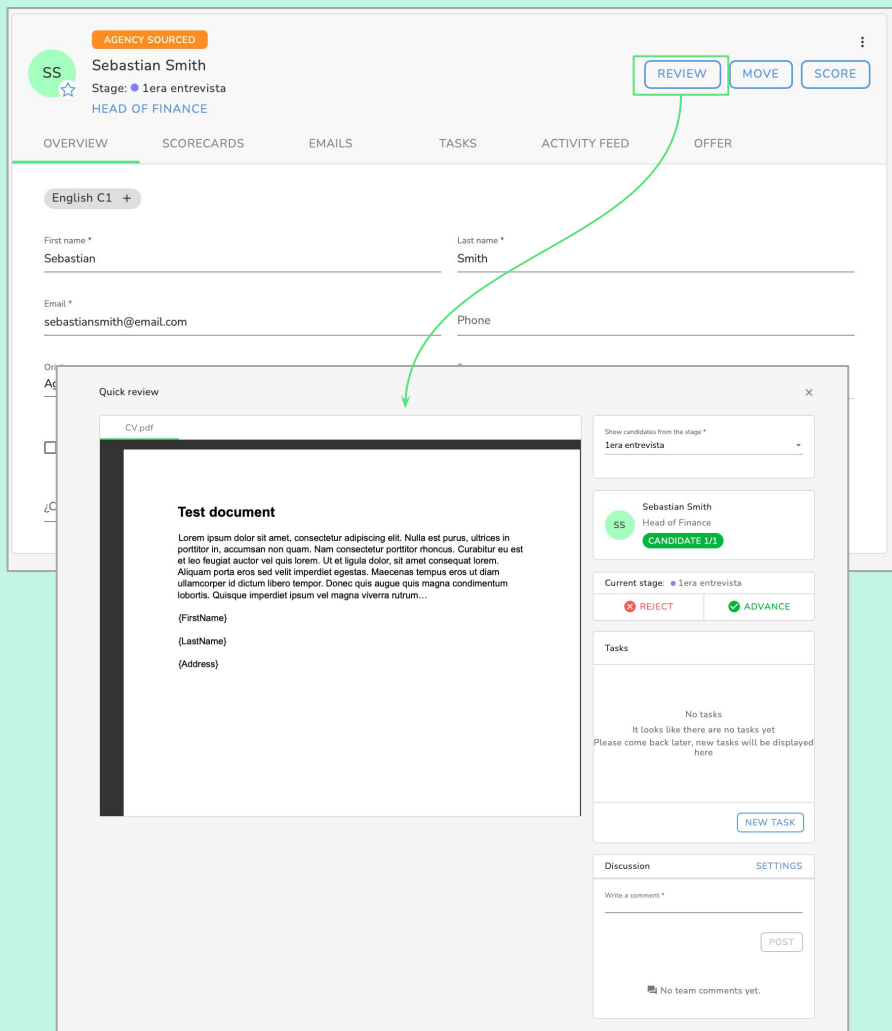
Review button

The **Review** button gives you the option to view the most important candidate details at once. You can view uploaded documents, the position the candidate is applying for, and what recruiting stage they are currently in, for example. You can also **REJECT** or **ADVANCE** the candidate to the next stage.

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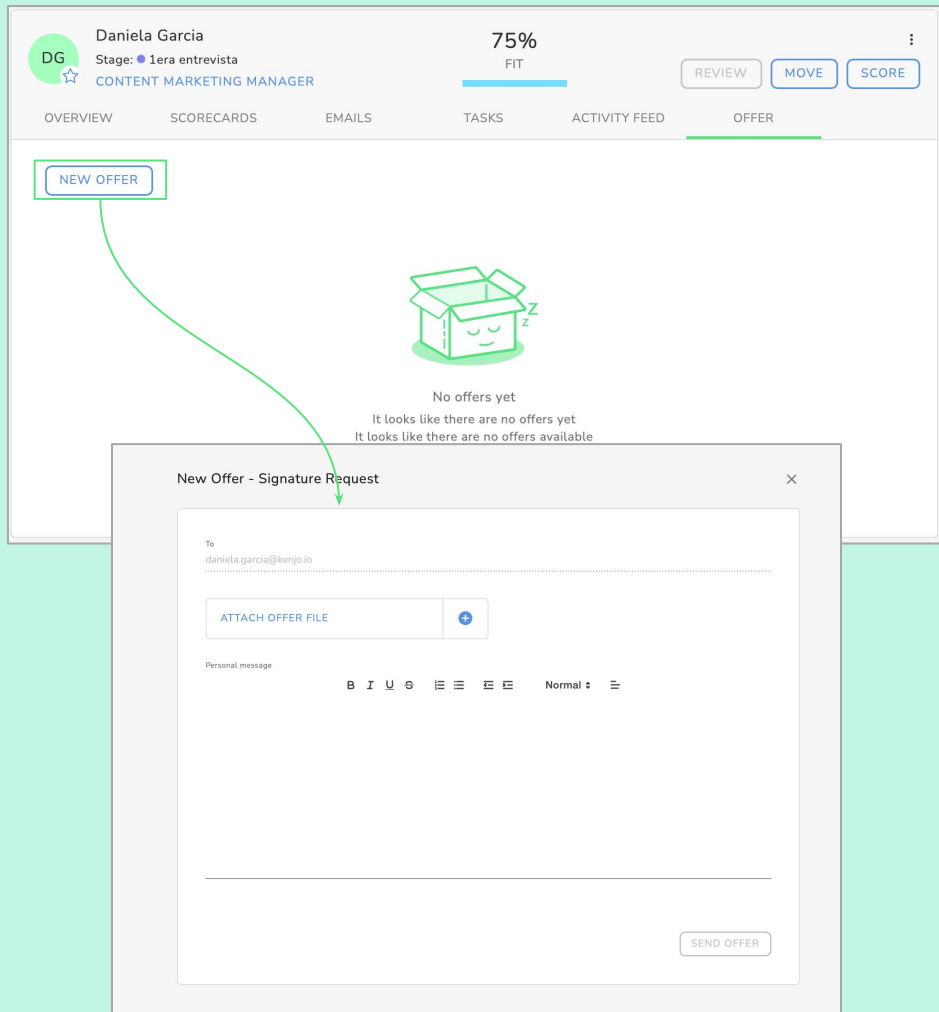
Make an offer

When you have decided that your candidate fits your position, you wish to hire them, and the **digital signature** feature is activated in your account, you can make them an offer in the **Offer** tab. If your account does not have this feature activated, you will not see this tab. Click on **NEW OFFER**, then attach an offer file and enter a personal massage. Then, click on **SEND OFFER**.

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Hire, reject or remove candidates

If you wish to hire, reject or remove a candidate, click on the **three dots** at the top of the candidate card. Here, you have different options: Convert to employee, Reject from this job opening, Reject and send email, Remove from this job opening, or Delete permanently. For further information on what each of these options imply, refer to **this article**.

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Should you need further help, feel free to visit our Helpcenter
or send us an email to support@kenjo.io